



## NOTICE OF SOLICITATION

**SERIAL 06082-C**

**INVITATION FOR BID FOR:       HELICOPTER/AIRCRAFT PARTS, ACCESSORIES & REPAIR  
SERVICE (NIGP CODE 90516)**

Notice is hereby given sealed bids will be received by the Materials Management Department, Materials Management Center, 320 West Lincoln Street, Phoenix, Arizona 85003-2494, until **2:00 P.M./M.S.T. on AUGUST 29, 2006** for the furnishing of the following for Maricopa County bids will be opened by the Materials Management Director (or designated representative) at an open, public meeting at the above time and place.

All bids must be signed, sealed and addressed to the Materials Management Department, Materials Management Center, 320 West Lincoln Street, Phoenix, Arizona 85003-2494, and marked "**SERIAL 06082-C, INVITATION FOR BID FOR HELICOPTER/AIRCRAFT PARTS, ACCESSORIES & REPAIR SERVICE (NIGP CODE 90516).**"

The Maricopa County Procurement Code ("The Code") governs this procurement and is incorporated by this reference. Any protest concerning this Invitation for Bid must be filed with the Procurement Officer in accordance with Section MC1-905 of the Code.

**ALL ADMINISTRATIVE INFORMATION CONCERNING THIS INVITATION FOR BID AND THE CONTRACTUAL TERMS AND CONDITIONS CAN BE LOCATED AT <http://www.maricopa.gov/materials>. ANY ADDENDA TO THIS INVITATION FOR BID WILL BE POSTED ON THE MARICOPA COUNTY MATERIALS MANAGEMENT WEB SITE UNDER THE SOLICITATION SERIAL NUMBER.**

BID ENVELOPES WITH INSUFFICIENT POSTAGE WILL NOT BE ACCEPTED BY THE MARICOPA COUNTY MATERIALS MANAGEMENT CENTER

DIRECT ALL INQUIRIES TO:

WALT PRICE  
PROCUREMENT OFFICER  
TELEPHONE: (602) 506-3454

**THERE WILL BE A MANDATORY PRE-BID CONFERENCE ON AUGUST 22, 2006 AT 10:00 A.M. AT THE MARICOPA COUNTY MATERIALS MANAGEMENT DEPARTMENT, 320 W. LINCOLN ST., PHOENIX, AZ 85003**

**NOTE: MARICOPA COUNTY PUBLISHES ITS SOLICITATIONS ONLINE AND THEY ARE AVAILABLE FOR VIEWING AND/OR DOWNLOADING AT THE FOLLOWING INTERNET ADDRESS:**

**<http://www.maricopa.gov/materials/advbd/advbd.asp>**

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**NO RESPONSE**

Respondents not responding to this Invitation for Bid are asked to complete this document and return it to Maricopa County Materials Management Department, 320 W. Lincoln St., Phoenix, AZ 85003-2494 or fax to 602/258-1573.

**MARK OUTSIDE ENVELOPE "SERIAL 06082 -C"**

Responses must be received **BY 2:00 P.M., AUGUST 29, 2006**. Respondents failing to submit a bid, or this document, may be subject to removal from the Maricopa County Materials Management Contractor List.

**SERIAL 06082-C**

**TITLE: HELICOPTER/AIRCRAFT PARTS,  
ACCESSORIES & REPAIR SERVICE  
(NIGP CODE 90516)**

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CONTRACTOR NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ CONTACT: \_\_\_\_\_

REASON FOR NOT SUBMITTING A BID:

\_\_\_\_\_ Insufficient time

\_\_\_\_\_ Do not handle product/service

\_\_\_\_\_ Other: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**IMPORTANT**

**PLEASE READ BEFORE SUBMITTING YOUR BID**

**M/WSBE CONTRACT PARTICIPATION**

For this Contract a combined M/WSBE goal of 0% involvement is established for Minority/Women-Owned Small Business Enterprises (M/WSBE). This goal may be attained singularly or by any combination thereof to create the overall designated percentage involvement goal. Instructions and required forms are included in the Minority/Women-Owned Small Business Enterprise Program Contracting Requirements section. The Maricopa County Minority and Women-Owned Small Business Enterprise Program, revised June 14, 2000, is incorporated by reference

The Materials Management Department of Maricopa County will endeavor to ensure in every possible way that Minority and Women-owned Small Business firms shall have every opportunity to participate in providing professional services, materials, and contractual services to the Materials Management Department of Maricopa County without being discriminated against on the grounds of race, religion, sex, age or national origin. The Maricopa County Minority Business Program, effective January 1, 1992, is incorporated by reference.

**INVITATION FOR BID FOR: HELICOPTER/AIRCRAFT PARTS, ACCESSORIES & REPAIR  
SERVICE (NIGP CODE 90516)**

Quantity of material and delivery point: Helicopter & Aircraft Parts, Accessories, Supplies and Repair Service in quantities listed during the contract period to be delivered to Sheriff's Aviation Support Division, 23636 N. 7<sup>th</sup> Street, Phoenix, Arizona, 85024, as covered by purchase order only.

**1.0 INTENT:**

The intent of this Invitation for Bids is to establish a pricing agreement for replacement parts, accessories, and for repair and maintenance service for the County's Schweizer TH55/269A series Helicopter, Bell 407, OH58 and Cessna Single-Engine and Piper Navajo Aircraft; in accordance with F.A.A. and manufacturer's regulations. The contract shall include a firm fixed price for repair labor in addition to blanket discounts for all repair/replacement parts as covered by current pricing documents. Amendments, supplements and/or revisions to pricing documents shall be effective upon approval by both the Sheriff's Aviation Support Division (address as listed above) and the Materials Management Department, 320 West Lincoln Street, Phoenix, Arizona, 85003.

**2.0 TECHNICAL SPECIFICATIONS:**

2.1 The bid has been separated into four (4) areas covering:

- A. Bell, and Schweizer Helicopter and Cessna and Piper Aircraft Air Frame Parts, Instruments, Tools and Labor for Repairs, Modifications, Calibration and Overhauls.
- B. Rolls Royce Gas Turbine, Textron Lycoming Piston, Continental and TCM Reciprocating Engine Parts, Bendix Magnetos and Engine Controls, Bendix (Precision) and HA-010 Fuel Systems Repair Parts, Accessories, Tools, and Labor for Repairs, Modifications, and Overhauls.
- C. Helicopter and Aircraft Avionics, Electrical Avionic Systems, Repair Parts, Accessories, Tools, and Labor for Repairs, Modifications, Calibration and Overhauls. Avionics included are: Spectralab SX-5/SX-16 Searchlights, ACE AR2002 Scanner, Motorola Communications Spectra 800MHz, Northern Airborne Tech Audio and FM Products, Fujinon Binoculars S1440, Global Wulfsberg Systems, , Garmin, II Morrow Apollo, and Bendix-King items, and others as required.
- D. Shop Supplies, Oil, Solvents, Paints, Tooling, Technical Publications and Revision Services, Parts Testing, Calibration Services and other Labor and Services needed to support the maintenance activities encountered daily above and beyond the before mentioned categories A, B, and C. Items to be covered include: Exxon Jet Turbine Oil, 2380 Mobile Oil, Aeroshell Oil, DuPont Imron Products, MDHC, Schweizer, Teledyne, Continental, Lycoming, Rolls Royce and Bendix Manuals and Current Maintenance Technical Publications, Non-destructive parts testing and X-ray, Magna-Flux Services, Shop tools and supplies.

**2.2 SUPPORTIVE SPECIFICATIONS:**

**2.2.1 GUARANTEE:**

The successful bidder must guarantee/warranty his product against any defect in workmanship or materials. Failure to comply with this requirement shall result in immediate return of the merchandise at the expense of the bidder for prompt replacement with merchandise meeting the standards listed herein. Should the bidder not meet this condition, the County shall obtain its requirements on the open market and the contractor shall be obligated to assume excess costs, if applicable.

2.3 **QUALITY:**

- 2.3.1 The materials and supplies called for herein shall be the best of their grade and types, prepared according to Schweizer, Cessna, Piper, Bell, Rolls Royce, Textron Lycoming, and TCM standards and the F.A.A., and PMA approved (and others as required), and thoroughly tested and subjected to rigid examination and standardization. Items not meeting these requirements shall be replaced at no cost to the County upon due notice of deficiency.
- 2.3.2 To protect the interest of the County, the bidder guarantees that all equipment and supplies furnished will be the types and quality described in the specifications, or of the latest P/N's with all service bulletins and AD's performed and that they meet manufacturers requirements, recommendations and requirements for warranty for new, used and overhauled parts.
- 2.3.3 All airframe/engine/avionics repair parts offered must be F.A.A. Certified and utilize Bell, Piper, Schweizer Cessna, Rolls-Royce Lycoming, and Continental (TCM) authorized parts with accompanying certificates, sales orders, serviceable parts tags and etc.

2.4 **DELIVERY:**

- 2.4.1 Delivery is required F.O.B. Destination, within 24 hours for A.O.G. parts and within 48 hours for other specified parts after receipt of purchase order (via telephone or mail), if requested by the Sheriff's Department. If the vendor for any reason cannot meet delivery requirements the vendor shall notify the Aviation Division of expected delivery time. Back orders due to manufacturers schedule must be approved by the Sheriff's Aviation Maintenance Director.
- 2.4.2 All parts purchased by the County, whether picked up or delivered, shall be accompanied by a packing slip to: Sheriff's Aviation Division, 23626 N. 7<sup>th</sup> Street , Phoenix, Arizona, 85024. The packing slip to list quantity, part number, and description. The packing slip invoice shall be dated and signed (including employee ID number,) by the County employee receiving the goods.
- 2.4.3 It shall be the bidder's responsibility to meet the County's delivery requirements, even if the bidder finds it necessary to purchase on the open market or to incur additional freight costs.
- 2.4.4 Maricopa County reserves the right to obtain material on the open market in the event the bidder fails to make delivery and any price differential will be charged against the contractor.

2.5 **EXPEDITED DELIVERY:**

- 2.5.1 If the Using Agency determines that rush shipping or other alternate shipping is required, it shall notify the Contractor. The Contractor shall determine any additional costs associated with such delivery terms and communicate that cost to the Using Agency.
- 2.5.2 The Using Agency shall not advise the Contractor to proceed with an expedited shipment until acceptable terms are agreed upon and a purchase order is issued. Upon agreeing to the additional costs, the Using Agency shall advise the Contractor to proceed.
  - 2.5.2.1 Upon receipt of material(s) and invoicing, the Using Agency shall ensure that any additional charges are in compliance with and do not exceed agreed to costs. The Using Agency shall retain all documents related to these costs within the agency purchase file.

**2.6 RETURNS/POLICY:**

- 2.6.1 The County may desire to return for refund certain overstocked repair parts which were purchased from and regularly stocked (not obsolete) by the vendor. Bidders shall state any time limitations and/or restocking charges that may be incurred as result of such returns.
- 2.6.2 Credit memos in the amount of the original parts purchase price shall be issued for each item returned unless otherwise stated in this bid.

**2.7 SHIPPING DOCUMENTS:**

A packing list or other suitable shipping document shall accompany each shipment and shall include the following:

- 2.7.1 Contract Serial number.
- 2.7.2 Contractor's name and address.
- 2.7.3 Using Agency name and address.
- 2.7.4 Using Agency purchase order number.
- 2.7.5 A description of product(s) shipped, including item number(s), quantity (ies), number of containers and package number(s), as applicable.

**2.8 CATALOGS/PRICE LISTS:**

Bidders are required to furnish two (2) copies of current, dated parts catalog(s) and price lists for all areas bid as part of this bid (with the bid).

All bids must comply with and not deviate from the provisions of the bid documents. Failure to meet a material requirement of the bid documents shall be reason for rejection of any bid.

**2.9 OPERATING MANUALS:**

Upon delivery, Contractor shall provide comprehensive operational manuals, Materials service manuals, and schematic diagrams, if required by the Using Agency.

**2.10 TECHNICAL AND DESCRIPTIVE SALES LITERATURE:**

Contractor shall provide copies of its sales literature and brochures, and copies of any manufacturer's technical and descriptive literature regarding the material it proposes to provide. Literature shall include sufficient in detail to allow full and fair evaluation of the offer submitted, and must be included with the bid. Failure to include this information may result in the bid being rejected.

**2.11 ADDITIONAL PRICING:**

Contractors are strongly encouraged to offer additional pricing for related items/products/components, which are not specifically addressed as line items in the Invitation For Bids. Pricing offered should be noted on the pricing pages of the Contractor response in the format requested. Two sets of catalogs/pricing documents shall accompany any additional pricing offered.

**2.12 SHIPPING:**

Bid prices shall be made F.O.B. destination to the Using Agency within Maricopa County. The Contractor shall retain title and control of all goods until they are delivered and the contract coverage has been completed. All claims for visible or concealed damage shall be filed by the Contractor. The County will notify the Contractor of any damaged goods and shall assist the Contractor in arranging for inspection.

**2.13 TESTING:**

Unless otherwise specified, materials purchased will be inspected by the Using Agency to ensure the materials meet the quality and quantity requirements of the Specifications. When deemed necessary by the County, samples of the materials may be taken at random from stock received for submission to a commercial laboratory or other appropriate agency for analysis and tests as to whether the materials conform in all respects to the Specifications. In cases where commercial laboratory reports indicate that the materials do not meet the Specifications, the expense of such analysis shall be borne by the Contractor.

**2.14 ACCEPTANCE:**

Upon delivery and/or successful installation, the material(s) shall be deemed accepted and the warranty period shall begin. All documentation shall be completed prior to final acceptance.

**2.15 STOCK:**

The Contractor shall be expected to stock sufficient quantities as may be necessary to meet the County's needs.

**2.16 DISCONTINUED MATERIALS:**

2.16.1 In the event that a manufacturer discontinues materials, the County may allow the Contractor to provide a substitute for the discontinued item or may cancel the Contract. If the Contractor requests permission to substitute a new material, the Contractor shall provide the following to the County:

2.16.1.1 Documentation from the manufacturer that the material has been discontinued.

2.16.1.2 Documentation that names the replacement material.

2.16.1.3 Documentation that provides clear and convincing evidence that the replacement material meets or exceeds all specifications required by the original solicitation.

2.16.1.4 Documentation that provides clear and convincing evidence that the replacement material will be compatible with all the functions or uses of the discontinued material.

2.16.1.5 Documentation confirming that the price for the replacement is the same as or less than the discontinued material.

2.16.2 Material discontinuance applies only to those materials specifically listed on any resultant contract. This will not apply to catalog items not specifically listed on any resultant contract.



2.17 WARRANTY:

The minimum warranty period shall be twelve (12) months for both parts and labor. Warranty repair and/or replacement shall be performed at no additional charge to the County. All warranty periods shall begin upon acceptance by the Using Agency.

2.18 FACTORY AUTHORIZED SERVICE AVAILABILITY:

The Contractor shall have and maintain a local factory authorized service facility or FAA approved repair station within the Phoenix, Arizona metropolitan area. The facility shall be capable of supplying and installing component parts, troubleshooting, repairing and maintaining the material(s). Minimum service hours shall be from 8:00 A.M. through 5:00 P.M., Arizona Time, Monday through Friday.

2.19 BRAND NAME:

The County reserves the right to request samples to determine quality and acceptability of materials bid by Contractor. In some cases, brand names have been listed in order to define the desired quality and are not intended to be restrictive or to limit competition. Materials substantially equivalent to those designated shall qualify for consideration.

2.20 INVOICES AND PAYMENTS:

2.20.1 The Contractor shall submit two (2) legible copies of their detailed invoice to the Maricopa County Sheriff's Office, at the address listed on the purchase order, before payment(s) can be made. At a minimum, the invoice must provide the following information:

- 2.20.1.1 Company name, address and contact
- 2.20.1.2 County bill-to name and contact information
- 2.20.1.3 Contract Serial Number
- 2.20.1.4 County purchase order number
- 2.20.1.5 Invoice number and date
- 2.20.1.6 Payment terms
- 2.20.1.7 Date of service or delivery
- 2.20.1.8 Contract Item number(s)
- 2.20.1.9 Description of Purchase (product or services)
- 2.20.1.10 Pricing per unit of purchase
- 2.20.1.11 Extended price
- 2.20.1.12 Arrival and completion time
- 2.20.1.13 Total Amount Due

**Problems regarding billing or invoicing shall be directed to the using agency as listed on the Purchase Order.**

2.20.2 Payment will be made to the Contractor by Accounts Payable through the Maricopa County Vendor Express Payment Program. This is an Electronic Funds Transfer (EFT) process. After Award the Contractor shall fill out an EFT Enrollment form (to be provided by the Procurement Officer) or as located on the County Department of Finance Website as a fillable PDF document ([www.maricopa.gov/finance/](http://www.maricopa.gov/finance/)).

2.20.3 EFT payments to the routing and account numbers designated by the Contractor will include the details on the specific invoices that the payment covers. The Contractor is required to discuss remittance delivery capabilities with their designated financial institution for access to those details.

2.21 TAX:

Tax shall not be levied against labor. Sales/use tax will be determined by County. Tax will not be used in determining low price.

**3.0 SPECIAL TERMS & CONDITIONS:**

3.1 CONTRACT TERM:

This Invitation for Bid is for awarding a firm, fixed-price purchasing contract to cover a three (3) year period.

3.2 OPTION TO EXTEND:

The County may, at their option and with the approval of the Contractor, extend the period of this Contract up to a maximum of three years, (or at the County's sole discretion, extend the contract on a month to month basis for a maximum of six (6) months after expiration). The Contractor shall be notified in writing by the Materials Management Department of the County's intention to extend the contract period at least thirty (30) calendar days prior to the expiration of the original contract period.

3.3 PRICE ADJUSTMENTS:

Any requests for reasonable price adjustments must be submitted sixty (60) days prior to the Contract expiration date. Requests for adjustment in cost of labor and/or materials must be supported by appropriate documentation. If County agrees to the adjusted price terms, County shall issue written approval of the change. The reasonableness of the request will be determined by comparing the request with the Consumer Price Index or by performing a market survey.

3.4 PROCUREMENT CARD ORDERING CAPABILITY:

It is the intent of Maricopa County to utilize a procurement card that may be used by the County from time to time, to place and make payment for orders under the Contract. Contractors without this capability may be considered non-responsive and not eligible for award consideration.

3.5 NO GUARANTEED QUANTITIES.

The Contractor understands and hereby acknowledges that the County makes no representations nor guarantees the Contractor any minimum or maximum number of units of product(s) to be provided under this Contract

3.6 ORDERING AUTHORITY.

3.6.1 The Contractor should understand that any request for purchase of product(s) shall be accompanied by a valid purchase order, issued by Materials Management, or by a Certified Agency Procurement Aid (CAPA).

3.6.2 County departments, cities, other counties, schools and special districts, universities, nonprofit educational and public health institutions may also purchase from under this Contract at their discretion and/or other state and local agencies (Customers) may procure the products under this Contract by the issuance of a purchase order to the Respondent. Purchase orders must cite the Contract number.

3.6.3 Contract award is in accordance with the Maricopa County Procurement Code. All requirements for the competitive award of this Contract have been met. A purchase order for the product(s) is the only document necessary for Customers to purchase and for the Contractor to proceed with delivery of product(s) available under this Contract.

3.6.4 Any attempt to represent any product not specifically awarded under this Contract is a violation of the Contract. Any such action is subject to the legal and contractual remedies available to the County, inclusive of, but not limited to, Contract cancellation, suspension and/or debarment of the Contractor.

3.7 INQUIRIES AND NOTICES:

All inquiries concerning information herein shall be addressed to:

MARICOPA COUNTY  
DEPARTMENT OF MATERIALS MANAGEMENT  
ATTN: CONTRACT ADMINISTRATION  
320 W. LINCOLN ST.  
PHOENIX, AZ 85003

Administrative telephone inquiries shall be addressed to:

WALT PRICE, PROCUREMENT OFFICER, 602-506-3454  
([wprice@mail.maricopa.gov](mailto:wprice@mail.maricopa.gov))

Technical telephone inquiries shall be addressed to:

AMIE BRISTOL, PROCUREMENT MANAGER, SHERIFF'S OFFICE, 602-876-3409  
([A\\_Bristol@MCSO.maricopa.gov](mailto:A_Bristol@MCSO.maricopa.gov))

Inquiries may be submitted by telephone but must be followed up in writing. No oral communication is binding on Maricopa County.

3.8 EVALUATION CRITERIA.

3.8.1 The evaluation of bids shall be based on, but will not be limited to, the following:

3.8.1.1 Compliance with specifications.

3.8.1.2 Price.

3.8.1.3 Determination of responsibility.

3.8.2 The County reserves the right to award in whole or in part, by item or group of items, by section or geographic area, or make multiple awards, where such action serves the County's best interest.

3.9 SUBMISSION PRICE CLARITY.

For reasons of clarity all submissions of pricing (Attachment A) shall be priced in the same unit (size, volume, quantity, weight, etc.) as the bid specifications request. Submissions (bids) failing to comply with this requirement may be declared non-responsive.

3.10 INSTRUCTIONS FOR PREPARING AND SUBMITTING BIDS.

**Contractors shall provide one (1) original hard copy (labeled), one (1) extra hard copy and one (1) electronic copy, including pricing, in the exact same Excel format as in the pricing pages (Attachment A), on CD.** Contractors are to identify their responses with the bid serial number, title and return address to Maricopa County, Department of Materials Management, 320 West Lincoln, Phoenix, Arizona 85003. **The owner, corporate official or partner who has been authorized to make such commitments must sign bids.**

3.10.1 ADDITIONAL PRICING:

The Contractor is strongly encouraged to offer additional pricing for related items, materials, components which are not specifically addressed as line items in this solicitation. Pricing offered should be noted on the pricing pages of the Contractor's bid in the format requested. Two (2) sets of catalogs/pricing documents shall accompany any additional pricing offered.

3.11 CONTRACTOR REVIEW OF DOCUMENTS.

The Contractor must review its Bid submission to assure the following requirements are met.

3.11.1 **Mandatory:** One (1) original hardcopy (labeled), two (2) hardcopy copies of Catalogs and/or Price Lists and one (1) electronic copy of pricing on a CD;

3.11.2 **Mandatory:** Attachment "A", Pricing

3.11.3 **Mandatory:** Attachment "B", Agreement

3.11.4 **Mandatory:** Attachment "C", References

3.11.5 **Mandatory:** Technical and Descriptive Literature

3.11.6 **Mandatory:** Operating Manuals

3.11.7 **Mandatory:** Catalogs and Price Lists

3.11.8 Samples, if requested

3.12 POST AWARD MEETING:

The Contractor shall be required to attend a post-award meeting with the Using Agency to discuss the terms and conditions of this Contract. This meeting will be coordinated by the Procurement Officer of the Contract.

**NOTE: CONTRACTORS ARE REQUIRED TO USE ATTACHED FORMS TO SUBMIT THEIR BID.**

**ATTACHMENT A  
PRICING**

SERIAL 06082-C  
PRICING SHEET: C161008/B0604756  
NIGP CODE 90516

BIDDER NAME: \_\_\_\_\_  
VENDOR # : \_\_\_\_\_  
BIDDER ADDRESS: \_\_\_\_\_  
P.O. ADDRESS: \_\_\_\_\_  
BIDDER PHONE #: \_\_\_\_\_  
BIDDER FAX #: \_\_\_\_\_  
COMPANY WEB SITE: \_\_\_\_\_  
COMPANY CONTACT (REP): \_\_\_\_\_  
E-MAIL ADDRESS (REP): \_\_\_\_\_

ACCEPT PROCUREMENT CARD: \_\_\_\_ YES \_\_\_\_ NO

REBATE (CASH OR CREDIT) FOR UTILIZING PROCUREMENT CARD: \_\_\_\_ YES \_\_\_\_ NO \_\_\_\_ % REBATE  
(Payment shall be made within 48 hrs utilizing the Purchasing Card)

OTHER GOV'T. AGENCIES MAY USE THIS CONTRACT: \_\_\_\_ YES \_\_\_\_ NO

PAYMENT TERMS: BIDDER IS REQUIRED TO PICK ONE OF THE FOLLOWING.  
TERMS WILL BE CONSIDERED IN DETERMINING LOW BID.  
FAILURE TO CHOOSE A TERM WILL RESULT IN A DEFAULT TO NET 30.  
BIDDER MUST INITIAL THE SELECTION BELOW.

NET 10 \_\_\_\_\_  
NET 15 \_\_\_\_\_  
NET 20 \_\_\_\_\_  
NET 30 \_\_\_\_\_  
NET 45 \_\_\_\_\_  
NET 60 \_\_\_\_\_  
NET 90 \_\_\_\_\_  
2% 10 DAYS NET 30 \_\_\_\_\_  
1% 10 DAYS NET 30 \_\_\_\_\_  
2% 30 DAYS NET 31 \_\_\_\_\_  
1% 30 DAYS NET 31 \_\_\_\_\_  
5% 30 DAYS NET 31 \_\_\_\_\_

INDICATE PERCENTAGE OF M/WBE PARTICIPATION IF ANY HERE: \_\_\_\_\_ %

**PLEASE INDICATE HOW YOU HEARD ABOUT THIS SOLICITATION**

\_\_\_\_ NEWSPAPER ADVERTISEMENT  
\_\_\_\_ MARICOPA COUNTY WEB SITE  
\_\_\_\_ POSTAL MAIL PRE-SOLICITATION NOTICE  
\_\_\_\_ E-MAIL PRE-SOLICITATION NOTICE  
\_\_\_\_ OTHER (PLEASE SPECIFY)

**ATTACHMENT A  
PRICING**

NOTE: DO NOT INCLUDE SALES/USE TAX IN YOUR BID PRICE. The percentage of sales/use tax applicable to this contract will be listed on the purchase order and allowed at time of payment. BIDDERS CERTIFY BY SIGNING THIS AGREEMENT THAT PRICES BID ARE F.O.B. DESTINATION IN ACCORDANCE WITH THE TERMS AND CONDITIONS SET FORTH HEREIN.

6.0 Unit price as bid for **SHOP SUPPLIES, SUPPORT EQUIPMENT AND OTHER RELATED ITEMS AND SERVICE** as specified in Paragraph 2.1, needed to support the maintenance activities encountered daily in addition to areas covered on pricing for the airframe, engine, and aircraft avionics categories:

1.0 Parts and Services:

| <u>CATALOG DESIGNATION<br/>AND DATE</u> | <u>PRICE COLUMN<br/>TO BE USED</u> | <u>DISCOUNT PERCENT</u><br><u>                    </u> % |
|---|------------------------------------|--|
|---|------------------------------------|--|

2.0 Labor:

2.1 Rate during normal business hours at: Bidders location;  
County location;

2.1.2 Rate after scheduled work hours at: Bidders location;  
County location;

2.1.3 Service call fees, if any (define):

3.0 Normal business hours:

4.0 Emergency after-hours telephone number and representative's name for parts, service and information:

5.0 Time restrictions on return of non-obsolete parts (define policy):

6.0 Restocking charge on return of non-obsolete parts, IF ANY (define policy):

7.0 Minimum order or service (if any - define):

8.0 F.O.B. Destination: REQUIRED

## ATTACHMENT B

### AGREEMENT

Respondent hereby certifies that respondent has read, understands and agrees that acceptance by Maricopa County of the Respondent's Bid will create a binding Contract. Respondent agrees to fully comply with all terms and conditions as set forth in the Maricopa County Procurement Code, and amendments thereto, together with the specifications and other documentary forms herewith made a part of this specific procurement

**BY SIGNING THIS PAGE THE SUBMITTING RESPONDENT CERTIFIES THAT RESPONDENT HAS REVIEWED THE ADMINISTRATIVE INFORMATION AND DRAFT IFB CONTRACT'S TERMS AND CONDITIONS LOCATED AT <http://www.maricopa.gov/materials>. AND AGREE TO BE CONTRACTUALLY BOUND TO THEM.**

MINORITY/ WOMEN-OWNED SMALL BUSINESSES (check appropriate item):

☐ Disadvantaged Business Enterprise (DBE)  
☐ Women-Owned Business Enterprise (WBE)  
☐ Minority Business Enterprise (MBE)  
☐ Small Business Enterprise (SBE)

RESPONDENT SUBMITTING PROPOSAL

FEDERAL TAX ID NUMBER

PRINTED NAME AND TITLE

AUTHORIZED SIGNATURE

ADDRESS

TELEPHONE

FAX #

CITY STATE ZIP

DATE

WEB SITE: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

MARICOPA COUNTY, ARIZONA

BY: \_\_\_\_\_  
DIRECTOR, MATERIALS MANAGEMENT

DATE

BY: \_\_\_\_\_  
CHAIRMAN, BOARD OF SUPERVISORS

DATE

ATTESTED:

CLERK OF THE BOARD

DATE

APPROVED AS TO FORM:

DEPUTY MARICOPA COUNTY ATTORNEY

DATE

# ATTACHMENT C

## CONTRACTOR REFERENCES

**RESPONDENT SUBMITTING BID:** \_\_\_\_\_

1. COMPANY NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
CONTACT PERSON: \_\_\_\_\_  
TELEPHONE: \_\_\_\_\_ E-MAIL ADDRESS: \_\_\_\_\_
  
2. COMPANY NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
CONTACT PERSON: \_\_\_\_\_  
TELEPHONE: \_\_\_\_\_ E-MAIL ADDRESS: \_\_\_\_\_
  
3. COMPANY NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
CONTACT PERSON: \_\_\_\_\_  
TELEPHONE: \_\_\_\_\_ E-MAIL ADDRESS: \_\_\_\_\_
  
4. COMPANY NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
CONTACT PERSON: \_\_\_\_\_  
TELEPHONE: \_\_\_\_\_ E-MAIL ADDRESS: \_\_\_\_\_
  
5. COMPANY NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
CONTACT PERSON: \_\_\_\_\_  
TELEPHONE: \_\_\_\_\_ E-MAIL ADDRESS: \_\_\_\_\_



EXHIBIT 1

**VENDOR REGISTRATION PROCEDURES**

**On-line Vendor Registration at Maricopa County is available NOW!**

**On November 22, 2004, Maricopa County changed its vendor registration process.** Paper forms will no longer be accepted. Vendor registrations will only be accepted through the active website. Register at <http://www.maricopa.gov/Materials/>

The new process will give you full control over your organizational information. Please be advised however that you are now directly responsible for the presence and accuracy of your company's information.

**Vendors currently registered in our system who have changes to their information or have not registered online must establish a new account via the above web site link. Materials Management will no longer post changes to existing vendor records.**

**Procurement vendors:** Be sure to select those commodity codes that best represent the commodities and or services provided by your organization. Non-procurement registrants may ignore the commodity portion.

Registration is **FREE**. You may use any computer with web access for registration, record updating and maintenance.

If you have any questions, email us at [VendorReg@mail.maricopa.gov](mailto:VendorReg@mail.maricopa.gov).